

**CERTIFICATION
EQUAL OPPORTUNITY IS THE LAW**



CENTRAL ARKANSAS

Planning & Development District, Inc.

Serving The
Counties of:
❖ FAULKNER
❖ LONOKE
❖ MONROE
❖ PRAIRIE
❖ PULASKI
❖ SALINE

MEMO

To: Program Administrator

From: Tina Roush, EEO Officer

Date: June 21, 2006

The WIA form, "Equal Opportunity is the Law," is attached. This form must be signed by all applicants and placed in their folder.

If you have any questions pertaining to the WIB form, please do not hesitate to call me.

EQUAL OPPORTUNITY IS THE LAW

is against the law for recipient of Federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

If you think you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Inquiries May Be Addressed To:

Local Level

WIA EO Officer

Tina Roush
P. O. Box 300
Lonoke, AR 72086
(501) 676-2721

State Level

AR Department of
Workforce Services
WIA EO Manager
P. O. Box 2981
Little Rock, AR 72203
Telephone: (501) 682-3106
ARS: 1-800-285-1131

Federal Level

Director
CRC Center
U.S. Department of Labor
200 Constitution Ave. N.W.
Room N-4123
Washington, D.C. 20210
(202) 693-6500

ARS: 1-800-285-1121 (Voice)
1-800-285-1131 (TDD)

I certify that I have been furnished a copy of the Equal Opportunity Is The Law Notice, and that the notice has been discussed in detail with me.

Applicant Signature

Date